

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

**EOB/SA 4 NAVIGATION TEAM & SB 82 PROGRAM**

**TRANSFER OPPORTUNITY**



***INTERMEDIATE TYPIST CLERK***

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF METNAL HEALTH

The SA 4 Administration is seeking an enthusiastic, positive, motivated, experienced individual to fill the position of Intermediate Typist Clerk. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. The individual is expected to work with the SB82 Mobile Triage Program located at 420 E. Third St., Los Angeles, CA 90013, in the Little Tokyo area of downtown Los Angeles.

**EXAMPLE OF DUTIES:**

- Data entry of Daily Service Logs in the IBHIS System
- Organize and maintain office files; file of service logs and DMH documentation
- Secretarial/support staff coverage as needed
- Schedule appointments and arrange conferences and meetings as needed, take meeting minutes
- Complete CIOB forms for new hires/transfers/terminating staff or any staff changes, i.e., add/delete/new, etc.
- Tracking and working the unbillable/denied claims report
- Maintain and update caseload logs, staff/phone rosters, and monthly work schedules
- Maintain monthly preventive maintenance services on County vehicles
- Monthly billing tracking form, process referrals
- Photo copying, scanning and faxing documents
- Responsible for procurement of supplies and maintaining inventory
- Answer phones and refer to the appropriate individuals within the program
- Other duties as assigned by Program Supervisor

**DESIRABLE QUALIFICATIONS:**

- Strong verbal and written communication skills and ability to edit and draft documents
- Knowledge of eCAPS
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines
- Adaptable and flexible to meet the program needs as well as adapt to new and changing situations
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Ability to represent the Department in a professional manner and communicate effectively with others within the department, other County programs, the community, contract providers, and with public and private sectors
- Highly-skilled in working with MS Office, i.e., Word, Excel and Outlook

Interested applicants, who are currently holding the payroll title of Intermediate Typist Clerk, please contact Sylvia Guerrero at (213) 351-6645, to schedule an interview or email your resume, letter of interest, last two (2) performance evaluations, and last two (2) years of eTime History record **by May 29, 2015 to:**

**[sguerrero@dmh.lacounty.gov](mailto:sguerrero@dmh.lacounty.gov)**

All materials submitted will be reviewed. Only the most qualified employees, based on the information submitted, will be contacted for an interview. Performance on the interview will determine the final selection. This recruitment announcement will remain open until the needs of the Service Area are met.